

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the closing date, the applications will be referred to the respective department.

JOB TITLE:	Maintenance Worker I
DEPARTMENT:	Utilities
SALARY:	\$19,158.00 Annually
BEGINNING DATE:	February 8, 2005
CLOSING DATE:	February 22, 2005

MINIMUM QUALIFICATIONS:

High School diploma, trade school, or equivalent level of education. 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Considerable knowledge of water meter repair and operation. Familiarity with county and department policies and procedures. Proficiency in installing and repairing water meters and public relations. Mastery of using standard tools and driving. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

MAJOR DUTIES:

Installs and repairs residential and commercial water meters within the guidelines of work orders and Augusta-Richmond County and department rules and procedures. Reports to the Operations Manager or other designated person and works with co-workers and the public to provide operational support. Locates and uncovers meters. Performs flow tests on meters. Seals tampered meters Maintains vehicle. Answers emergency service calls as needed Serves as a resource for subordinate personnel

**ROOM 601, MUNICIPAL BUILDING
AUGUSTA, GA 30911
(706) 821-2306**

We are an equal opportunity employer.